

## FULL-TIME MILITARY JOB ANNOUNCEMENT

AGR-TITLE 32 ADOS-RC ANNOUNCEMENT:

BEGINNING DATE:

CLOSING DATE: OPEN UNTIL FILLED

POSITION TITLE: S-1 Administrative Officer  
ACCEPTED: Warrant/Officer CW2-CW3/1LT-CPT; MOS/SSI: 420/42 series

LOCATION: U.S. Army Flight Training Detachment, Grand Prairie, Texas 75051

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GENERAL: The Adjutant General of Texas invites the nominations of a highly qualified officer to serve as S-1 Administrative Officer with the U.S. Army Flight Training Detachment (Peace Prairie).

HOW TO APPLY: Title 10 personnel need to send a DA Form 4187, Request for Personnel Action, through channels, to apply. Title 32 AGR and M-day applicants must include a letter of transmittal from State personnel officer, including the following information:

1. DA 160R (Application for Active Duty Packets will not be considered if DA 160R is not signed by applicant).
2. A "CERTIFIED" copy of updated and verified DA Form 2-1 or Officer Record Brief (ORB).
3. Letter of intent to separate from Active Duty or USAR. DD Form 214, if applicable.
4. Copies of four most recent OERs, a letter of recommendation or performance evaluation must be submitted on soldiers not yet due an OER.
5. Copy of most recent SF 88 (Physical Examination). Must have completed and passed HIV Test.
6. Copy of current flight physical
7. Copy of most recent SF 93 (Medical History).
8. Copy of most recent APFT card (DA Form 705) and Body Fat Content Worksheet (DA Form 5500-R if applicable)
9. NGB 32A RPAS statement attachment to verify creditable Active Federal Service (AFS) and copy of Statement of Service - For computation of Length of Service for Pay Purposes (DA Form 1506).
10. Level of security clearance, type investigation and date completed, agency completing investigation and agency granting current clearance (JPAS printout).
11. Number of days lump sum leave paid to the applicant since 10 February 1976.
12. Short Biographical sketch giving brief personal background and highlighting qualifications for this position.
13. Copy of official college/university transcripts.
14. Written justification of waivers, if required.

\*INCOMPLETE PACKETS WILL NOT BE ACCEPTED

WHERE TO FORWARD APPLICATION PACKETS: Applications can be mailed to U.S Army Flight Training Detachment ATTN: MAJ Danielle Krasnesky, 1005 Lakecrest Dr. Grand Prairie, Texas 75051 or e-mailed to Danielle.a.krasnesky.mil@us.army.mil. Questions regarding the application process can be directed to MAJ Danielle A Krasnesky 972-262-2318 ext 279. All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age political affiliation or other non-merit factors.

WHO MAY APPLY: This announcement is open to all U.S. Army active duty personnel, National Guard and USAR.

## POSITION DESCRIPTION:

US Army Flight Training Detachment (USAFTD) Administrative Officer responsible for the planning, integration and execution of administrative operations in support of the Republic of Singapore Air Force's (RSAF) Peace Prairie Detachment Foreign Military Sales (FMS) training program. Responsible for the training, mission readiness, health, welfare, and morale of NCOs within the admin section.

- Manages functions which support the Guard's Human Resource (HR)/Personnel Management systems and monitors input to the military personnel offices and other automated/manual data systems used in human resources/personnel management. The qualified officer is expected to make decisions based on a variety of information sources and personnel and command requirements. Initiates and prepares correspondence or messages to other organizations (both military and civilian) and individuals, in response to requests for information, policy or guidance. Additionally, oversees and monitors:
  - Strength management
  - Postal operations for both USAFTD and RSAF
  - Replacement personnel operations
  - Data accuracy
  - Award actions for the USAFTD Command and computer activities (e.g., Word, Excel, PowerPoint) supporting personnel activity
  - Interprets regulations, Military Personnel (MILPER) messages and all Army activities (ALARACT) messages
  - Oversees issuance of all types of orders and processing

### **Oversees customer services, including:**

- Management of the personnel services center appointment systems
- Management of the identification card system, including updates to the Defense Eligibility and Enrollment Reporting System/ Random Access Personnel Information System (DEERS/RAPIDS) database
- All International Military Student actions to include oversight of all Foreign Visitors, Student Visa and International Training Orders

Performs other duties as assigned.

## PREREQUISITES:

1. Grade: Warrant/Officer CW2-CW3/O1-O3
2. Branch: Administrative/Human Resources
3. MOS/SSI: 420/42 series
4. Applicant must have all required certifications valid and current.
5. Military Education: Commensurate with grade.
6. Civilian Education Commensurate with grade.
7. Applicants must meet the height and weight standards of AR 600-9.
8. All selective active and USAR will need to voluntarily separate and be assessed into the Texas ARNG prior to accession into the U.S. Army Flight Training Detachment.
9. Applicants must possess a current Secret Security Clearance.